

TRIGG COUNTY PROJECT DEVELOPMENT BOARD

Minutes of regular monthly meeting held on January 10, 2007 at 4:30 P.M. at Trigg County Courthouse Annex, Main Street, Cadiz, Kentucky 42211

Members present:

Stan Humphries, Trigg County Judge Executive; C. A. Woodall, III, Circuit Judge; Jon Goodwin, Trigg County Fiscal Court Representative; Pam Perry, Trigg County Circuit Court Clerk and Dolores Smith, AOC Representative.

Others Present:

Vance Mitchell, Project Manager, AOC; Dennis Arthur, Project Architect; Cindy Mitchell, Vyron Mitchell, Allen Reed, Cadiz Record; Alan Watts, WKDZ; Randy Clark, Trigg County Sheriff; Dane Hughes, Deputy Trigg County Sheriff; Teresa Bailey; Kim Wiggins, 911 Office and Karla White, District Judge's Secretary.

The meeting was called to order by Chairman Stan Humphries who asked for the board members to introduce themselves and noted that the Trigg County Bar Representative was not appointed as yet. Judge Humphries called for a motion for approval of the minutes of the December 2006 regular monthly meeting. Motion by Pam Perry to approve these minutes was seconded by Dolores Smith. By unanimous vote, the minutes were approved.

Judge Humphries advised the board he had received deeds from the fiscal court to the courthouse and jail properties and a quitclaim deed to the streets from the city. Judge Humphries submitted two bills to the board for approval. One was for recording the deeds, which was given to Vance Mitchell for AOC approval. The other was from DBS (SP?) Engineering for the survey. Judge Humphries reported he has visited the Terrill Building and checked on progress but has been unable to learn an exact date when the building will be ready for occupancy.

Judge Humphries asked Dennis Arthur to give the board, for the benefit of the new members, an overview of the project and what is going on at the present time. Dennis brought the new members up to date and advised the board that more than likely the demolition contract will be combined with the construction contract. Bid documents are ready for both demolition and construction and will be given to the board for approval, to the AOC for approval and also to the state for their approval before they go out for bid. When approvals are gotten from all the entities, the project will go out for bid and given around a month for the bidding period at which time there will be a public bid opening and an award. Dennis stated he had met with Judge Woodall concerning the circuit courtroom and judge's office area and he will be sending material to Pam Perry, Circuit Clerk for her office area.

Judge Humphries had various questions for Dennis including the joining of the demolition contract with the construction contract and the time frame for exiting the building. There was discussion about items to be salvaged from the building before demolition and those items that will be used in the temporary courtroom and judge's office. Dennis advised there are no environmental concerns such as asbestos to be dealt with during demolition. Dennis said the Heritage Council has been notified regarding moving the monuments during construction but there has been no response. Dennis will follow up with the council in the next week regarding this move.

Vance Mitchell was asked to give the board a report on the project from his standpoint. He stated the move from the courthouse is going to be a big job with all the 911 phone lines. He stated the building project is in good shape and on budget and there should be no problems. Judge Woodall asked about the time frame for moving to the temporary court facility. Vance said he was meeting with the city the next day and hopes to still be on track for the end of January or the first of February but it might be the middle of February before it is ready. Magistrate Goodwin asked who did the actual move and Vance advised that AOC does that. He said they have a staff that does that and also takes care of all computer and other wiring requirements. Vance said that move will take place as soon as the building is ready and the actual move should take a couple of days. Judge Woodall said the next time for the jury to report is in April and Vance stated there should be no problem to be moved into the temporary facility by then. Sheriff Clark said the 911 office will have to be entirely completed before that office can leave the courthouse. The Sheriff did not know when the new building would be ready for him or the 911 office to occupy. Judge Humphries asked who would pay for storage of the items salvaged from the courthouse for use in the new facility. Dennis said that would be the responsibility of the general contractor to remove, store and then reinstall anything to be used in the new facility. Anything not to be used in the new building will be the responsibility of the county to store. It was suggested the Trigg Co. Historical Society store the pictures in the courtroom. Vance suggested a local group would be better to look after those things that have special meaning to the county. It was suggested that someone from the historical society do a walk through and recommend to the board what needs to be salvaged. Dennis stated that a list would have to be provided to the contractor for all those things to be removed and given to the county,

Judge Humphries asked how local vendors would fair in the bidding process for the new facility. Dennis stated local businesses are always encouraged to bid, however for projects this size unless there is a local business capable of bonding this large a project, it is usually handled as subcontracting. A lot of smaller contractors work out a deal with the general contractor to provide bonding. Magistrate Goodwin asked if there local sub-contractors who were bonded, would they get preference on the bidding. Dennis stated they would if

it is mandated by ordinance. He recommended sub-contractors contact those bidding on the project and get a subcontract with them. On bid day, the general contractor will have to disclose who they are using as subcontractors. Vance reminded the board that the low bid isn't always the bid accepted, it must be the best bid.

Judge Humphries asked Dennis and Vance to explain the board's role during the building process – how often will the general contractor be on site and how often will the board see him. How often will the board see the architect and AOC. Dennis stated that typically CMW, inc. will have a representative here once a week. There are two people already assigned to do this. They will be on site once a week reviewing work that is in place and there will be a scheduled monthly progress meeting where the general contractor and all subcontractors on the job will be present and they will discuss what they have done for the month and what they plan to do the next month. A pre-installation meeting may take place at that same time for things that the architect wants discussed before they are installed. He told the board they are more than welcome to attend these meetings. The board will be getting field reports each week with photographs accompanying the report if there are problems the contractor needs to correct. The board will not need to be involved one on one with the contractor since that is what the architect and AOC are for. The board will receive lots of reports and paperwork as the project progresses. Meetings will be held on the job site. Vance will be in Trigg County as much as possible and as much as he is required to be. He will be present at the progress meetings and other meetings as needed. The success of the project lies at the feet of the contractor, architect and AOC. Dennis explained there will be independent testing agencies on site which is required by the Kentucky Building Code which is another level of assurance that the job is being done according to code and specifications. The independent contractors are not connected to the general contractor, the AOC or the architect. They will answer to the state that it has been built to code. There is a lot of behind the scenes activity that goes on.

Judge Humphries asked if the project goes over budget, is it the responsibility of the board or the county. Dennis and Vance assured him the board nor the county were in no way responsible for any budget shortfall and further explained that the project comes with contingency money that pays for those things that cannot be foreseen. He assured the board that when actual costs are known adjustments are made to keep costs within the allotted budget.

Dennis asked the board to look at brick samples left last month and make a recommendation.

A proposal to remove hazardous material from the jail was discussed. Dennis said he thought it was too high. He said he would try to locate a vendor who would bid on identifying and removing any hazardous materials. Motion was made by Pam Perry and seconded by Judge Woodall that Dennis Arthur

negotiate with the low bid vendor to identify and remove hazardous materials at the jail. By unanimous approval, the motion passed.

Dennis said he would put together a schedule of what was talked about at the meeting as far as timetables.

Dennis confirmed that the city parking lot will be used as a staging area.

Vance asked for the board's approval to pay the architect 50% of their bill for Phase C completion based on the approval of the budget director at the AOC. Motion by Judge Woodall, seconded by Jon Goodwin that pursuant to the contract with the architect, they be paid the appropriate amount based on 50% which is \$56,855.98. By unanimous approval, the motion passed.

Motion to adjourn the meeting was made by Judge Woodall and seconded by Pam Perry. By unanimous approval, the motion passed.

Nell Weer, Secretary

